



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### ASSIGNMENT & UTILIZATION OF PERSONNEL

**Effective Date:** October 18, 2016

**Policy #:** HR-02

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- I. PURPOSE:** This policy provides guidelines for the assignment of personnel based on job classification without regard to gender.
- II. POLICY:** Employees are to be assigned duties based on required qualifications **without consideration of gender**. Consideration for **specific** gender-based assignments may be approved for special circumstances as outlined in the procedure section of this policy.
- III. DEFINITIONS:**
  - A. Class – Classification
- IV. RESPONSIBILITIES:**
  - A. Individuals possessing the authority to assign duties will do so without regard to gender.
- V. PROCEDURE:**
  - A. Assignments based on gender are allowed only where authorized by the treatment plan, where the privacy rights and basic dignity of the patient require such consideration, or where authorized by bona fide occupational qualification exception.
  - B. Duties must be assigned based on matching the needs presented by a particular situation and the qualifications/capabilities required for a position and/or class.
  - C. Except as provided above, supervisors will consider the stated qualifications and abilities of the position/class being assigned without regard to the sex of the individual who occupies the position when making work assignments.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator
- VIII. RESCISSIONS:** #HR-02, *Assignment and Utilization of Personnel* dated August 19, 2013; #HR-02, *Assignment and Utilization of Personnel* dated October 19, 2009; #HR-02, *Assignment and Utilization of Personnel* dated August 28, 2006; #HR-02, *Assignment and Utilization of Personnel* dated September 1, 2002; #HR-02, *Assignment and Utilization of Personnel* dated November 1, 2001; Policy # 12-04A.091891, *Assignment*

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**IX. DISTRIBUTION:** All hospital policy manuals

**X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

**XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources

**XII. ATTACHMENTS:** None

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 Todd Thun Date  
 Director of Human Resources